

# Greenbelt Recreation Department

## GREENBELT CITY COUNCIL

Judith "J" Davis, Mayor, Emmett V. Jordan, Mayor Pro-Tem,  
Konrad E. Herling, Leta M. Mach, Silke I. Pope, Edward V.J.  
Putens, Rodney M. Roberts

## CITY MANAGER

Michael P. McLaughlin

## GREENBELT CITY COUNCIL ADVISORY GROUPS

Contact Cindy Murray, City Clerk 301-474-3870  
Boards affiliated with the Greenbelt Recreation Department  
include: Arts Advisory Board, Senior Citizens Advisory  
Committee, Park and Recreation Advisory Board and Youth  
Advisory Committee.

## DEPARTMENT OF RECREATION ADMINISTRATIVE OFFICE, 99 Centerway, 301-397-2200

Julie McHale, CPRP, Recreation Director  
Joe McNeal, CPRP, Assistant Director of Operations  
Debbie Coulter, Administrative Coordinator  
Celeste May, Administrative Assistant

## GREENBELT AQUATIC & FITNESS CENTER

101 Centerway, 301-397-2204

Stephen Parks, Aquatics Supervisor  
Cheryl Conrad, Aquatics Coordinator  
Mitch Kallemyn, Aquatics Coordinator  
Julie Magness, Administrative Assistant

## SPRINGHILL LAKE RECREATION CENTER

6101 Cherrywood Lane, 301-397-2212

Brian Butler, Recreation Coordinator I  
Frank Jones, III, Recreation Coordinator I

## YOUTH CENTER, 99 Centerway, 301-397-2200

Greg Varda, CPRP, Acting Assistant Director of Programs  
Andrew Phelan, Sports & Recreation Coordinator  
Kayode Lewis, Recreation Coordinator I

## GREENBELT COMMUNITY CENTER

15 Crescent Road, 301-397-2208

Di Quynn-Reno, CPRP, Community Center Supervisor  
Chris Cherry, Performing Arts Program Coordinator  
Rebekah Sutfin, Community Center Coordinator II  
Carolyn West, Administrative Assistant  
Virginia Hilmer, Administrative Assistant

## ARTS PROGRAMS, 15 Crescent Road, 240-542-2057

Nicole DeWald, Arts Supervisor

## THERAPEUTIC RECREATION PROGRAMS

15 Crescent Road, 240-542-2054

Karen Haseley, CTRS, Therapeutic Recreation Supervisor

## SCHROM HILLS PARK

6915 Hanover Parkway, 301-552-2004



## GREENBELT DEPARTMENT OF RECREATION RULES OF CONDUCT

The Greenbelt Recreation Department is committed to providing quality recreation and educational opportunities in a healthy, positive and enjoyable atmosphere. Our most important goal is to provide a pleasurable and secure environment for all participants. To fulfill this commitment, the Department has established Rules of Conduct. By signing the waiver on the Greenbelt Recreation Department registration form (page 27), all class participants agree to abide by these Rules of Conduct.

Individuals may lose the opportunity to participate in programs and services, including the use of center facilities throughout the Department of Recreation, subject to approval of the Assistant Director of Recreation, for any of the following:

- failure to abide by any of the rules established by the Department;
- failure to comply with the direction given by center staff in the lawful performance of their duties;
- misuse, destruction, damage or theft of Department property or the property of others;
- indecent or obscene language or conduct, including use of profanity;
- any action which, in the judgment of Department staff, places the health, safety or welfare of any person at risk. This includes but is not limited to: physical and/or verbal abuse, intimidation, coercion, inciting others to violence or disruption, sexual harassment, possession, use or distribution of weapons, instruments used as weapons, fireworks or explosives;
- possession, use or distribution of alcohol, illegal drugs or controlled substances; and
- any action that constitutes a violation of local, state or federal law.

## CONSEQUENCES

Misconduct by participants will result in temporary or permanent removal from the program or facility. Refund of program fees will not be issued when removal from the program or facility is a result of non-compliance with the Rules of Conduct.

If participant is under the age of 18, a parent will be notified either face-to-face at pick up time or by written correspondence sent home. In the event that a child must be removed from a program or facility, the parent or guardian will be contacted and required to pick up the child immediately. Removal from a Recreation Department program or facility will extend to all Recreation Department programs and facilities.

## GREENBELT AQUATIC AND FITNESS CENTER REGISTRATION DATES

Registration for swim lessons is not available through the on-line registration site. Register at the Aquatic & Fitness Center, 101 Centerway, Greenbelt, MD 20770, between 6:00am and 10:00pm for all dates noted below. Please do not pre-write checks. All classes require registration unless otherwise noted.

**CLASS RATES DO NOT INCLUDE USE OF FITNESS WING OR POOLS, BEFORE OR AFTER CLASS TIMES.**

### CHILDREN'S SWIM LESSONS

Children's Saturday Swim Lesson Dates:

January 5 - February 23

Children's Home School Lesson Dates:

January 4 - February 22

Passholders & Residents register: December 17 & 18

Open Registration: December 19 until filled

**PRE-EVALUATION:** December 17, 9:30am-10:30am

- Have your child's skill evaluated to ensure appropriate placement
- Meet the instructors
- Turn in your registration forms

### WATER EXERCISE CLASS DATES:

Session I: January 2 - 25

Session II: February 4 - March 1

### ADULT SWIM LESSON DATES:

Session I: January 8 - 31

Session II: February 12 - March 7

Passholders & Residents register:

December 17 & 18

Open Registration: December 19 until filled

You may register for either session during these dates.

## REGISTRATION INFORMATION FOR ALL OTHER CLASSES

(SAGE PROGRAM PROCEDURES LISTED ON PAGE 21.)

Registration forms may be dropped off or mailed in at any time. For your convenience, there are two drop off locations where completed registration forms can be deposited when the office is closed but the building remains open. These include the Community Center Welcome Desk and the Youth Center business office drop slot. PLEASE NOTE: All courses have a limited enrollment. Early registration improves the likelihood that you will be enrolled in your courses of choice.

**Resident registration** is ongoing and will be given priority through **December 9, 2012.**

**Non-Resident registrations** will be processed beginning on **December 10, 2012.**

### MAIL-IN REGISTRATION PROCESS

1. Complete in its entirety the registration form located in this brochure.
2. Make payment using one of the following forms: check, money order, or credit card (Visa/MasterCard/American Express/Discover). Cash payments will not be accepted via the mail.
3. Seal in an envelope, affix proper postage and mail to:

**The Greenbelt Recreation Department; 25 Crescent Road; Greenbelt, Maryland 20770**

### IN-PERSON REGISTRATION PROCESS

1. Visit the business office at the Community Center or Youth Center between the hours of 9:00am and 4:30pm, Monday through Friday. For walk-in aquatic and fitness course registrations and/or memberships, please visit the Greenbelt Aquatic and Fitness Center.
2. Complete a registration form in its entirety.

3. Make payment using one of the following forms: cash, check, money order, or credit card (Visa/MasterCard/American Express/Discover).

### ON-LINE REGISTRATION PROCESS

1. Visit [www.greenbeltmd.gov](http://www.greenbeltmd.gov) click on RECLINK then follow the on-line instructions.
2. To log into the website, your initial username is your home phone number and your password is your home zip code. If you were entered as a NEW household into the database AFTER 3/12/2010, then your default password is the primary guardian's LAST NAME. It is HIGHLY RECOMMENDED that you change this information on your first log-in. If you have NEVER enrolled in a Greenbelt Recreation Department class, you will need to call 301-397-2200 or 2208 to get your household set up. To get the RESIDENT rates, you must show proof of residency at one of the recreation department facilities.
3. Please note: there are a few classes where on-line registration is NOT allowed. Please see the class listings for more information.

### CITY RESIDENCY

Resident rates apply to those persons who reside in, pay taxes to and are eligible to vote in Greenbelt elections (if 18 years of age or older). Non-resident rates apply to those who live outside of Greenbelt or those who have a Greenbelt mailing address but do not pay taxes to the City. When registering for a class or conducting business as a Greenbelt resident, proof is required in the form of a state issued photo ID or current lease with a valid Greenbelt address.

## CLASS CANCELLATIONS

Classes will not be held on the following dates: **January 1** – New Year’s Day, **January 21** – Martin Luther King, Jr. Day, **February 18** – Presidents’ Day. Please reference the individual course description for other scheduled class cancellations. If an individual class meeting is canceled, a make-up will be held at the end of the regularly scheduled course when possible. Pre-school and children’s classes scheduled before 5:00pm will not meet on some P.G. County school holidays. When Prince George’s County Schools are closed or delayed due to inclement weather or emergency, please call the Greenbelt Recreation Department **Weather & Information Hotline at 301-474-0646** for updated class information.

## COURSE FEES

Please refer to the individual course description for current fees and pricing. A 10% discount will be given to any senior citizen 60 years of age or over registering for adult courses, with the exception of those courses designed specifically for senior citizens.

## CREDITS/REFUNDS

If an activity is canceled by the Recreation Department, all enrolled patrons will receive a full credit or refund according to their preference. Under any other circumstances, the availability of a household credit or refund is not guaranteed regardless of the timing of the request. In order to be considered, requests must be received before 1/3 of the program in question has elapsed. Credit/refund request forms are available at the Community Center and Youth Center business offices. Approved credits and refunds are subject to a 10% (minimum \$2.50) processing fee and will be pro-rated to reflect the number of meetings attended by the participant.

## INCLUSION

Individuals who are physically, mentally, and/or emotionally challenged are encouraged to participate in any of our programs. Please call Karen Haseley, CTRS at 240-542-2054 to make arrangements.

## CLASS SCHEDULE

Classes will begin the week of **January 7, 2013**. Please see the course descriptions for exceptions and specific information pertaining to class meeting dates.

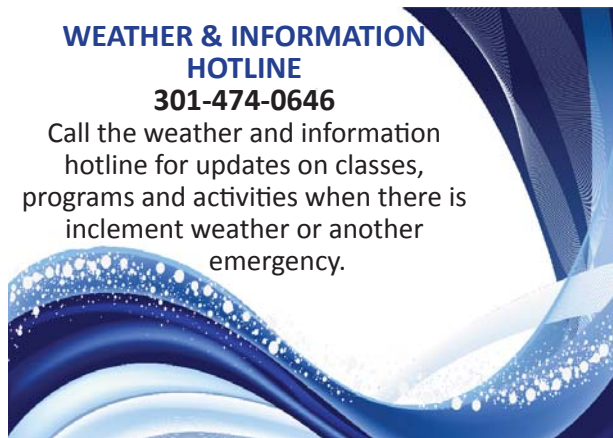
## LOCATION CODES

BFTC - Braden Field Tennis Courts  
CC - Greenbelt Community Center  
GAFC - Greenbelt Aquatic & Fitness Center  
GRHS – Green Ridge House  
SHLES - Springhill Lake Elementary School  
SHLRC - Springhill Lake Recreation Center  
SHP - Schrom Hills Park  
YC - Greenbelt Youth Center

## WEATHER & INFORMATION HOTLINE

**301-474-0646**

Call the weather and information hotline for updates on classes, programs and activities when there is inclement weather or another emergency.



# Financial Assistance

## Financial Assistance for Greenbelt Recreation Programs

The City of Greenbelt, an inclusive community, recognizes the fact that some residents may require financial assistance in order to participate in certain recreational activities that are offered through the Greenbelt Recreation Department. As a result, the City of Greenbelt’s Financial Assistance program was developed and designed to assist eligible individuals and families experiencing financial difficulties to access our programs, by providing the option to apply for a reduced fee.

The Financial Assistance Application was designed to help us determine your eligibility and the best possible solution to meet your specific needs. Please complete and return the form and the proper documentation to our office as soon as possible at: Greenbelt Recreation Department, 25 Crescent Road, Greenbelt, Maryland, 20770, ATTENTION: Financial Assistance. Regardless of your income, there are opportunities to participate. Application forms are available at all Recreation Department offices.

## Mary Purcell Geiger Scholarship Fund

The Mary Purcell Geiger Scholarship Fund supports partial financial assistance for Greenbelt residents of any age who are interested in participating in Greenbelt Recreation Department visual arts, performing arts and senior programs. Assistance is available on a limited basis according to need. Individuals who have not yet received scholarship assistance during the current program year (July through June) will be given priority status in the awarding of support. Otherwise, assistance will be offered on a first-come, first-served basis. Please note: funds cannot be applied to the cost of PG Community College classes, camps (for which separate scholarship assistance is available), courses offered by independent individuals and organizations, or programs costing less than the minimum required patron contribution. Mary Purcell Geiger Scholarship application forms are available at the Greenbelt Community Center.

# GREENBELT ACTIVITY REGISTRATION FORM

(PLEASE PRINT)

Adult Participant/Parent/Guardian \_\_\_\_\_

Address \_\_\_\_\_

☐ Please check here if this is a new address.

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_

E-mail \_\_\_\_\_ *Receipts are sent via e-mail whenever possible.*

Emergency Contact \_\_\_\_\_ Emergency Phone \_\_\_\_\_

A modification due to disability is needed for an individual below to participate in this program. YES \_\_\_\_ NO \_\_\_\_  
If yes, please complete a Special Assistance Request Form provided by the Recreation Department or download it from [www.greenbeltmd.gov/recreation/special\\_assistance.htm](http://www.greenbeltmd.gov/recreation/special_assistance.htm).

Participant's Name	Male/ Female	Date of Birth	Activity Registration #	Activity Name	Activity Fee
Please make checks payable to: City of Greenbelt				TOTAL	

☐ Please charge my (please circle): VISA MC AM EX DIS

Expiration Date: \_\_\_\_\_ Credit Card Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PLEASE READ THE FOLLOWING CAREFULLY AND SIGN.

**INSURANCE:** I hereby inform the City of Greenbelt and the Greenbelt Recreation Department that I will assume any and all medical insurance coverage for the above named participant(s), and that said coverage shall be adequate to cover any and all possible accidents or injuries to the above named participant(s) received during any phase of this program.

**RELEASE:** I hereby release and agree to hold harmless the City of Greenbelt and the Greenbelt Recreation Department, its employees, volunteers, coaches and other participants from any act of commission or omission which may result in any personal injury or property damage arising out of the above named participant's participation in this program. I further agree to save harmless the City of Greenbelt and the Greenbelt Recreation Department, its employees, volunteers, coaches and other participants from all losses, costs and expenses (including attorney's fees and court costs), settlement payment (whether or not reduced final judgment) and all liabilities, damages and fines paid, incurred, or suffered by the City of Greenbelt and the Greenbelt Recreation Department by reason of, or arising out of injuries to persons (including death) or property damage caused by or attributed to the above named participant's participation in this program.

**PHOTO/VIDEO RELEASE:** Unless otherwise indicated in writing by participant or parent/guardian at the time of registration, photographs and videos of participants may be taken while participating in the program activities for use in City of Greenbelt publications, social media or other advertising venues. No personal information other than the participant's first name will be released under any circumstances.

**RULES OF CONDUCT:** I agree that I and/or the minors for whom I am responsible will abide by the Recreation Department's Rules of Conduct as outlined on page 24 of this brochure.

X

Adult Participant or Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

X

Additional Adult Participant's Signature \_\_\_\_\_ Date \_\_\_\_\_

If more than one adult in the same household is signing up for an activity, both must sign the waiver.